

IBM Software Group

IBM Lotus Domino Document Manager - *collaborative document management for the enterprise*

Presenter's Name & Title

Date



@.business on demand software

Agenda

- What is collaborative document management?
- Why is it important?
- What is IBM Lotus Domino Document Manager?
- How can the product help organizations?

What is collaborative document management?



Solutions that support the *capture, storage, and management* of documents that *have been worked on jointly with others*



Why is collaborative document management important?

- **The Main Reason:** An organization's knowledge is scattered on hard drives, email, shared networks / file servers, paper file cabinets, etc.
 - ▶ hard to find
 - ▶ difficult to reuse
 - ▶ unorganized and unmanaged

- **The Costs are Huge!**
 - ▶ Loss of intellectual capital
 - ▶ Productivity costs
 - ▶ Hardware / network storage costs
 - ▶ Competitive costs
 - ▶ Risks of litigation / fines for non-compliance



What are organizations using it for?

Empower Employees

- ✓ Improve productivity
- ✓ Reuse and leverage content across the organization
- ✓ Connect and collaborate across workgroups

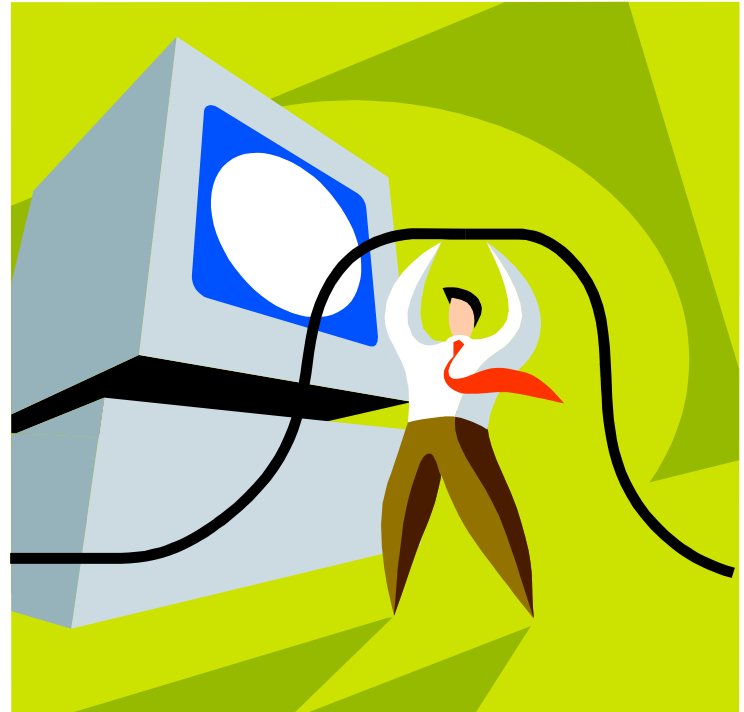
Solution Areas

- document management
- vendor management
- financial and contract management
- brand and marketing management
- legislation management
- engineering change control
- product management
- underwriting
- case management
- litigation support



Why are customers buying Lotus Domino Document Manager?

- **The biggest reason is low Total Cost of Ownership:**
 - ▶ Leverages existing infrastructure
 - ▶ Lower end user training
 - ▶ Lower admin training
 - ▶ Lower development costs
 - ▶ Lower solution cost



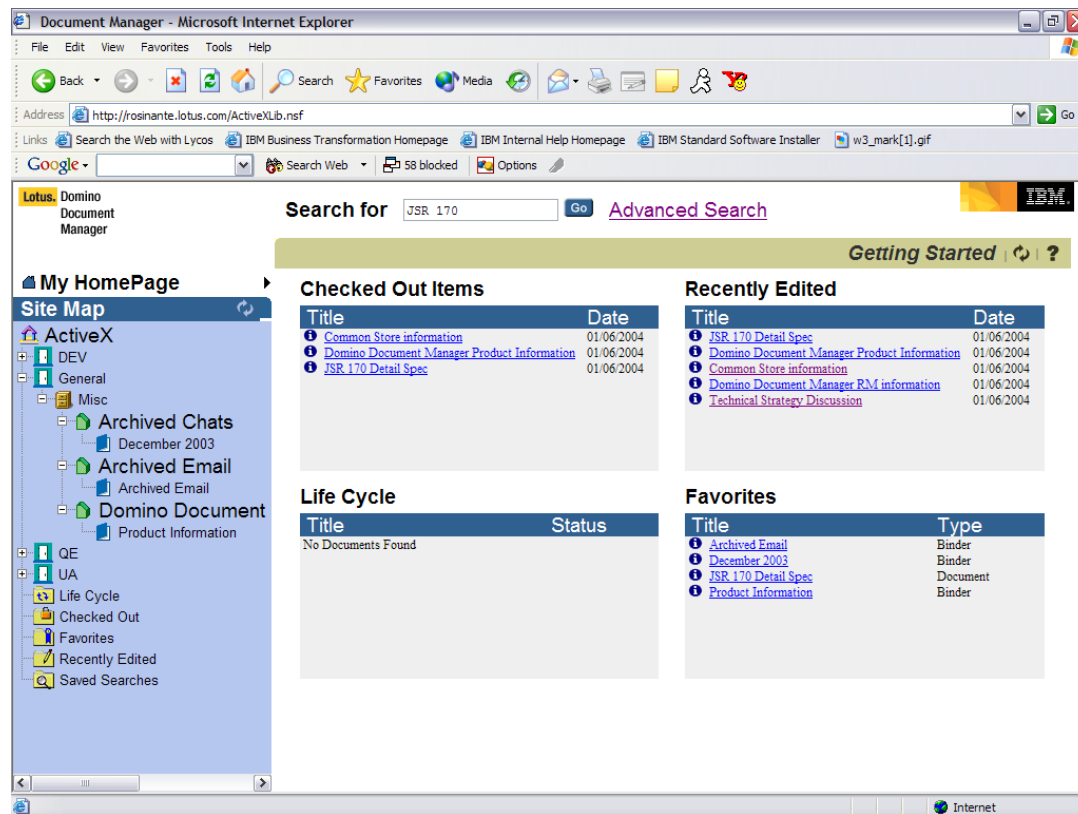
Lotus Domino Document Manager customers are in good company!

- 100% of the top US Aerospace and Defense Companies
- 80% of the World's Leading Automotive Companies
- 70% of the World's Leading Chemical Companies
- 65% of the US Government Executive Branch Agencies
- 65% of the World's Leading "Diversified Financial" Institutions
- 60% of the World's Top Pharmaceuticals
- 40% of the Global 100 - World's largest Companies

Source: www.fortune.com

What is IBM Lotus Domino Document Manager?

- a collaborative document management product that leverages existing Domino infrastructure for enterprises of all sizes



What are the product features?

■ Key Features

▶ Familiar filing metaphor

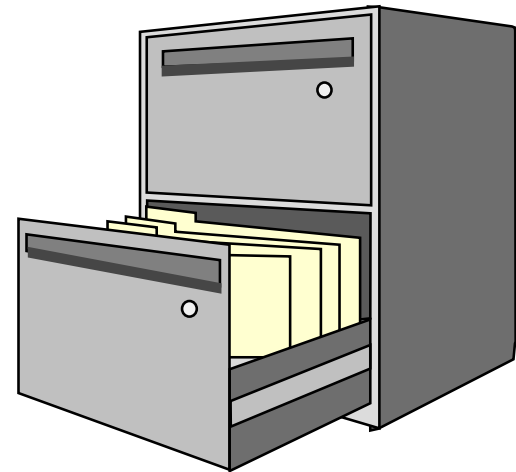
- Library -> File Room -> File Cabinet -> Binder -> Document

▶ Library Services

- Document profiling
- Check-in / Check-out for reviews and editing
- Version control
- Audit Trail for accountability
- Security
- Search and Discovery

▶ Out-of-the-box Lifecycle Management

- Review and approval cycles
- Publishing
- Archiving



Library Services – Document Library Management

The screenshot displays the Lotus Domino Document Manager interface. On the left is a 'Folders' pane showing a hierarchical structure: Desktop, My Documents, My Computer, My Network Places, Recycle Bin, Doc Manager Neighborhood, editor tester (General, Misc, Email Archive, December 2003 Email Archive, Sametime Chat Archive, December 2003 Chat Logs), Search, QE, UA, Favorites, Checked Out, History, and Attache Case. The main area shows a 'December 2003 Chat Logs' document. Overlaid on this are two dialog boxes. The 'Check In' dialog shows the file path 'C:\Documents and Settings\Administrator\Desktop\saved chats for screen shot\an', the title 'Domino Document Manager Product Information', and 'Check In Options' with 'Check in as version' selected. The 'Document Manager Modify Document Properties' dialog shows 'Permission Settings' with 'Inherited from Binder' selected, and a table of permissions for various users.

Uses a familiar filing metaphor: Library – File Room – File Cabinet – Binder – Document – just like your own physical file system

Navigate the library hierarchy to check in a document as a version or draft and add metadata like a title and comments

Document security lets you select permission setting by person – such as manager, editor, reader, etc.

Library services: Document profiling, check in/check out, version control, audit trail, security and search and discovery

Name	Permissions
admin tester/lotus	Manager
editor tester/lotus	Manager
manager tester/lotus	Manager
reader tester/lotus	Reader

Document Lifecycle

Document Manager - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Address <http://rosinante.lotus.com/ActiveXLib.nsf>

Links Search the Web with Lycos IBM Business Trans...

Google Search Web

Provides a web client interface displaying the document library hierarchy and a way to manage and create customized taxonomies

Lotus Domino Document Manager

Search for JSR 170 Go [Advanced Search](#)

Getting Started | ?

My HomePage

Site Map

- ActiveX
 - DEV
 - General
 - Misc
 - Archived Chats
 - December 2003
 - Archived Email
 - Archived Email
 - Domino Document
 - Product Information
 - QE
 - UA
 - Life Cycle
 - Checked Out
 - Favorites
 - Recently Edited
 - Saved Searches

Checked Out Items

Title	Date
Common Store information	01/06/2004
Domino Document Manager Product Information	01/06/2004
JSR 170 Detail Spec	01/06/2004

Recently Edited

Title	Date
JSR 170 Detail Spec	01/06/2004
Domino Document Manager Product Information	01/06/2004
Common Store information	01/06/2004
Domino Document Manager RM information	01/06/2004
Technical Strategy Discussion	01/06/2004

Life Cycle

Title	Status
No Documents Found	

Out-of-the-box lifecycle management includes review and approval cycles, publishing and archiving

Favorites

Title	Type
Archived Email	Binder
December 2003	Binder
JSR 170 Detail Spec	Document
Product Information	Binder

Internet

What are the product features? (continued)

- Key Features

- ▶ Administration capabilities

- Multiple libraries
 - File cabinet mobility

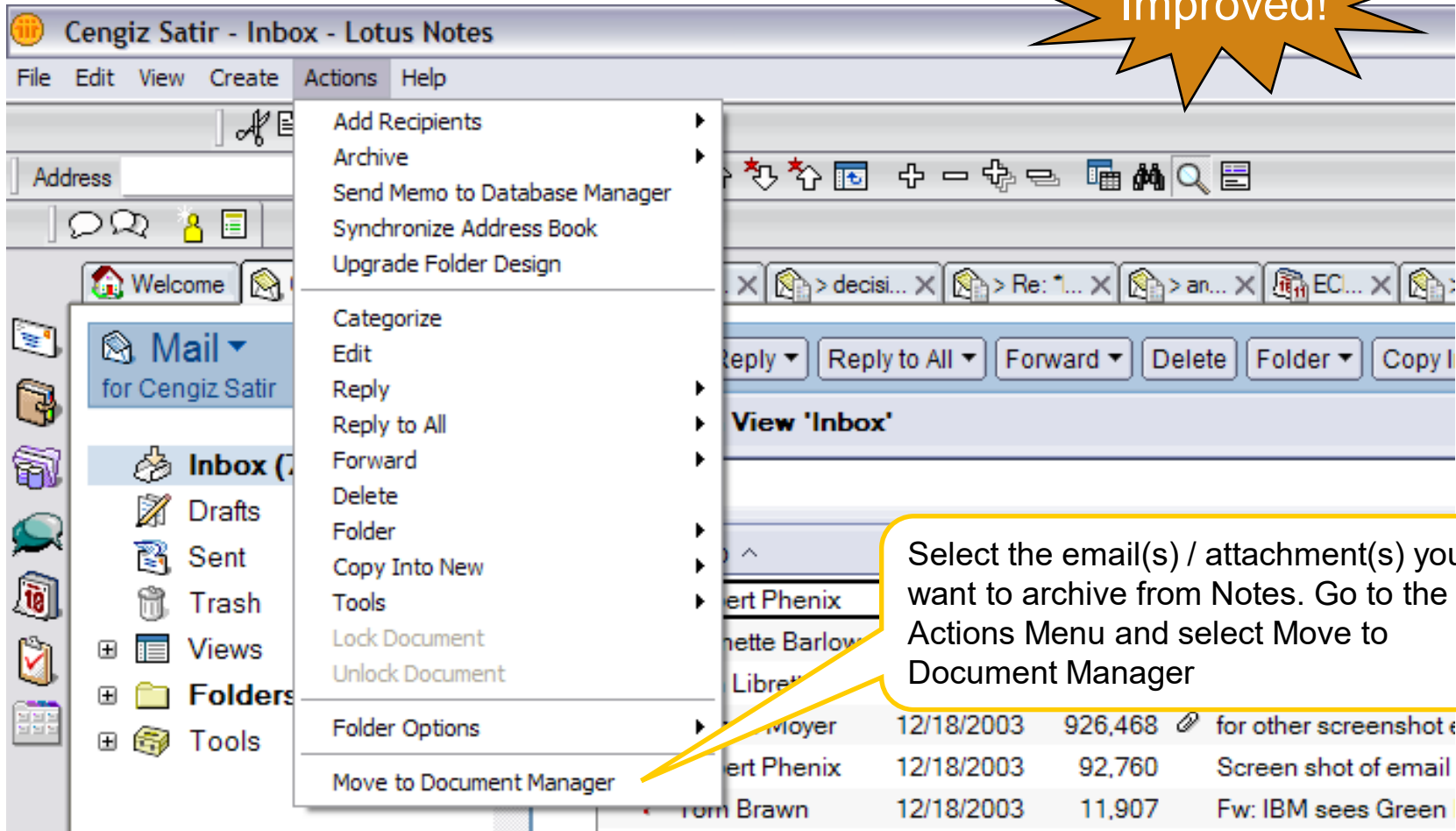
- ▶ Integrates and leverages

- Discussion Forums, Lotus Instant Messaging and Web Conferencing (for collaboration)
 - Lotus Workplace Web Content Management
 - Lotus Notes and Microsoft Outlook email systems
 - DB2 Document Manager (for compound documents)
 - Lotus Workflow
 - Microsoft Word

Managing Email and Attachments



Improved!



The screenshot shows the Lotus Notes interface for user Cengiz Satir. The 'Actions' menu is open, displaying various options. The 'Move to Document Manager' option at the bottom is highlighted with a yellow arrow pointing to a text box. The text box contains instructions on how to archive emails from Notes. The background shows the 'Inbox' view with a list of emails.

Select the email(s) / attachment(s) you want to archive from Notes. Go to the Actions Menu and select Move to Document Manager

From	Date	Size	Subject
Robert Phenix	12/18/2003	926,468	for other screenshot
Robert Phenix	12/18/2003	92,760	Screen shot of email
Tom Brawn	12/18/2003	11,907	Fw: IBM sees Green

Domino Document Manager - Instant Messaging Integration

debbie_j_black@us.ibm.com - De... Meeting Edit Help

debbie_j_black...
debbie_j_black...
Cengiz_Satir@u...
Cengiz_Satir@u...
debbie_j_black...
Cengiz_Satir@u...

Type your text

Save As

Save in: December 2003 Chat Logs

- Desktop
- My Documents
- My Computer
- Local Disk (C:)
- DVD Drive (D:)
- Shared Documents
- My Network Places
- Doc Manager Neighborhood
- editor tester
- General
- Misc
- Sametime Chat Archive
- December 2003 Chat Logs
- DOMDOC651
- Lotusphere

File name: Save as type: Chat transcript (*.txt)

Just select File, Save As and navigate the library hierarchy to save your instant message chat sessions

NEW!

debbie_j_black...
debbie_j_black...
Cengiz_Satir@u...
Cengiz_Satir@u...
debbie_j_black...
Cengiz_Satir@u...

Type your text

Save As

Save in: December 2003 Chat Logs

Title	Version	State	Author	Modified
Customizing QuickPlace	0.1	Draft	editor tester/lotus	12/17/2003 4:28:06
DocRM Discussion with ...	1.0	Released	editor tester/lotus	12/17/2003 4:22:01
ECM Discussion with De...	1.0	Released	editor tester/lotus	12/17/2003 4:07:51
LDAP SSO w/QuickPlace	0.1	Draft	editor tester/lotus	12/17/2003 4:29:16
QuickPlace Discussion	1.0	Released	editor tester/lotus	12/17/2003 4:26:31
Wireless Industry Discu...	1.0	Released	editor tester/lotus	12/17/2003 4:25:49
WorkFlow Discussion	1.0	Released	editor tester/lotus	12/17/2003 4:26:44

File name: Save

Save as type: Chat transcript (*.txt) Cancel

What other features?

- Web client user interface improvements
- Integration with Lotus Notes and Lotus Instant Messaging and Web Conferencing
- LDAP Directory Improvements and Single Sign-on
- Performance Enhancements
 - ▶ Search
- Supported Platforms
 - ▶ Win NT, Win XP, Win 2000, Win 2003 Server (New)
 - ▶ AIX 5.1, AIX 5.2 (New)
 - ▶ Solaris 8/9

How can the product help organizations?

Banking and Financial Services: HSBC



Challenge



- Wanted to reduce staff reliance on paper-based systems and implement an electronic document management system that would be available to all 8,500 users

Solution



- IBM Lotus Domino and Lotus Notes
- IBM Lotus Domino Document Manager (Domino.Doc)
- IBM Software Services for Lotus

Benefits



- Eliminated the heavy reliance on paper and cumbersome filing cabinets
- Increased security, resilience, availability and ease of use

Government: Health Canada



Health
Canada

Santé
Canada

Challenge



- How to deliver enormous amounts of key health information that needs to be managed efficiently, shared seamlessly with the public, and stored securely

Solution



- IBM Lotus Workplace Web Content Management
- Lotus Domino Document Manager
- Services from IBM Software Services for Lotus

Benefits



- Secure and accurate vital health information delivered to the public via their Intranet site
- Leverages 3,900 Lotus Notes databases, 80 HTML-based Web sub-sites & 80 relational databases

Hertz



Challenge



- Enable employees spread over 150 different countries to standardize processes, work with the very latest information, and collaborate on projects
- Reduce paper waste, delays, travel and mailing costs

Solution



- IBM Lotus Notes® and Domino
- IBM Lotus Instant Messaging and Web Conferencing (Sametime)®
- IBM Lotus Team Workplace (Quickplace)®
- IBM Lotus Domino Document Manager

Benefits



- 70% reduction in printed paper within two years
- Instant distribution to multiple locations of important changes to employee manuals and documentation
- Regular meetings – previously impossible – of geographically dispersed teams residing in multiple countries
- Real-time delivery of pre-emptive alerts to mobile employees

Shoe Retailer: Ludwig Goertz GmbH



Challenge



- Provide 3000 employees in 240 locations with secure, role-appropriate access to up-to-date documents and information
- Provide just-in-time training and procedural approvals

Solution



- IBM Lotus Notes and Domino R5/R6
- IBM Lotus Domino Document Manager (Domino.Doc®)
- IBM Content Manager CommonStore 8.0 for Lotus Domino
- IBM Lotus Workflow™ 3.0a
- IBM Lotus Instant Messaging (Sametime®)

Benefits



- Improved paper processing times by 25%
- Avoided need to hire additional staff for processing employment applications
- Saved between €200,000 and €300,000 by streamlining business processes
- Delivered over 300 new applications without adding administrators.

Electronics Mfg Services: Celestica International, Inc.

Challenge

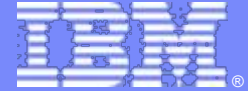
- Needed a way to manage and track contracts and agreements with its customers and suppliers

Solution

- IBM Lotus Notes® and Domino
- IBM Lotus Domino Document Manager (Domino.Doc)

Benefits

- Manages contracts and supplier agreements through the complete lifecycle with proper access controls and security
- Manages 4000 documents that are scanned and stored and new agreements are added at a rate of 700 per year
- Agreements and contracts are always up-to-date, accurate and easy to find



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Appendix:

Partner Add-on Solutions

Back-up Slides



@.business on demand software



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Partner Add-on Solutions



@business on demand software

eRecords Bridge™ Integrating Records Management with Domino Document Manager

Key Features:

- ▶ Automatic declaration of any Domino Document Manager document as a managed record.
- ▶ Automatic assignment of official document retention periods
- ▶ Full retention & disposition processing for secure document destruction.
- ▶ Extensive supporting audit trail of retention and destruction activities

Key Benefits:

- ▶ Compliance with US DoD 5015.2 standard for e-records
- ▶ Seamless integration solution delivered out-of-the-box
- ▶ Non-recoverable destruction with supporting audit trails
- ▶ Recordkeeping processing without DDM user effort
- ▶ Apply Litigation “holds” to designated records
- ▶ Manage paper and electronic Records consistently



eRecords Bridge™ System Diagram

DMS User

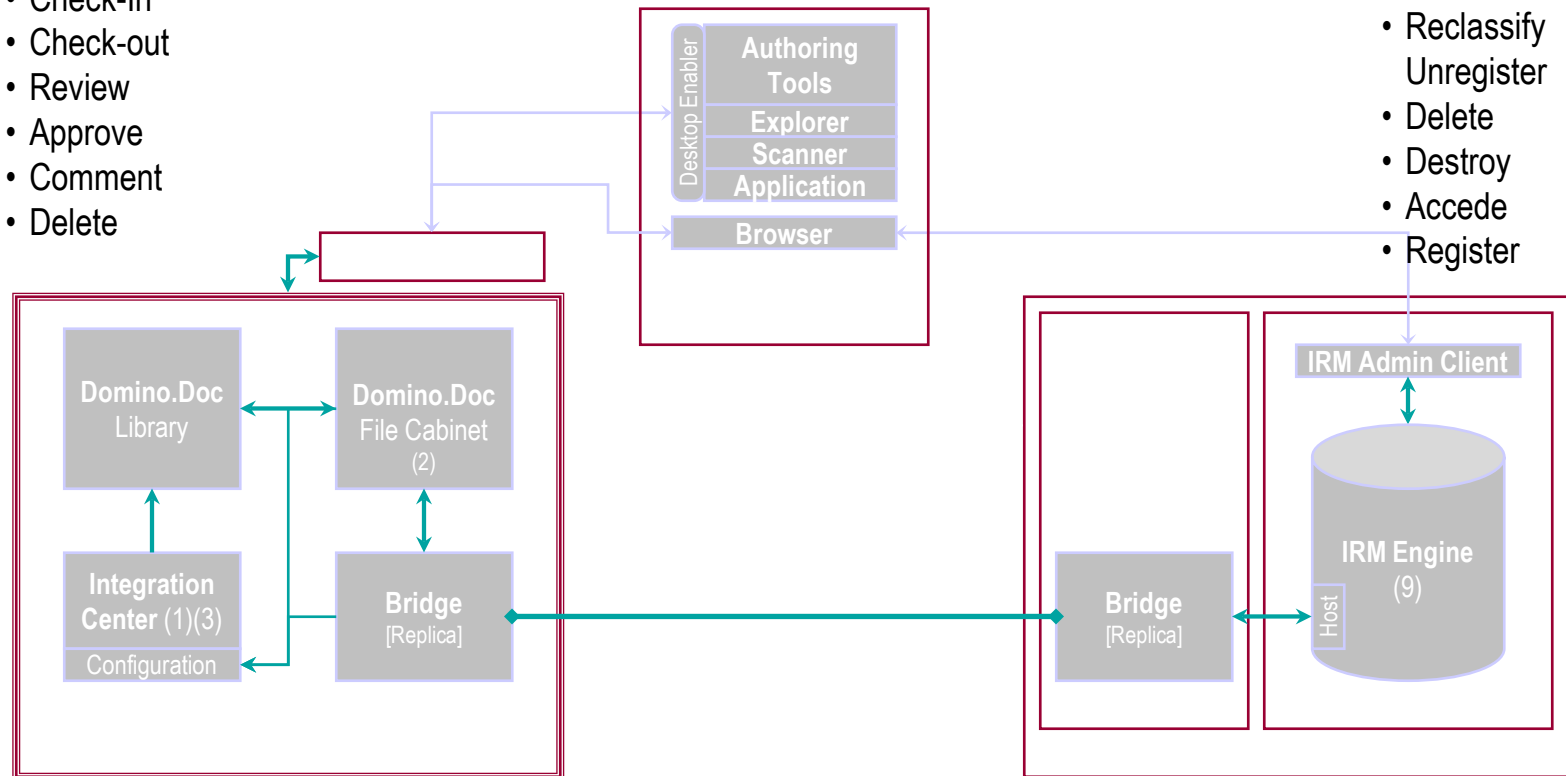
Actions

- Create
- Check-In
- Check-out
- Review
- Approve
- Comment
- Delete

RMS User

Actions

- Suspend
- Clear
- Reclassify
- Unregister
- Delete
- Destroy
- Accede
- Register



eRecords Management

- What components are required?
 - ▶ Lotus Domino Document Manager
 - ▶ IBM Records Manager
 - ▶ eRecords bridge by Carefree
- How to sell?
 - ▶ Engage ISSL via Stephanie Woods/Houston/IBM@IBMUS
- Cost?
 - ▶ Initial pilots are approximately \$40k for software and \$40k for services

Cross Industry

Intelligent Tools for Lotus Domino Document Manager Imaging / Scanning



✓ **Cobra Image Router (CIR) enables powerful, easy-to-use scanning into Lotus Domino Document Manager and Lotus Notes**

✓ **Delivers resulting files (TIF, PDF+text, etc) directly to binder level**

✓ **Index with meta-data into the document profile at the point-of-scan**

✓ **OCR / Barcode Recognition**

✓ **HP / Xerox / Canon – many more devices supported**

Document Centres | Image Options | Routing Options | Xerox Options

Output File Format:

☒ TIFF ☐ dBASE ☐ Text

☐ PDF Image+Text ☐ Excel

☐ OCR Rich Text ☐ HTML

Options:

☐ Barcode

Icon to use for attachment: -Default-

Rename routed image(s):

Document Centres | Image Options | Routing Options | Xerox Options

Domino.Doc Server:

Domino.Doc Library Path/Name: filecab.ntf

Domino.Doc Cabinet Template:

Domino.Doc Cabinet:

Domino.Doc Binder:

Domino.Doc Profile:

Domino.Doc Profile Field:

Profile Field Value:

Additional Document Owner:

Check In As: ☒ Draft ☐ Version

If user specifies a Binder and that Binder does not exist: ☒ Scan to default binder ☐ Create new binder

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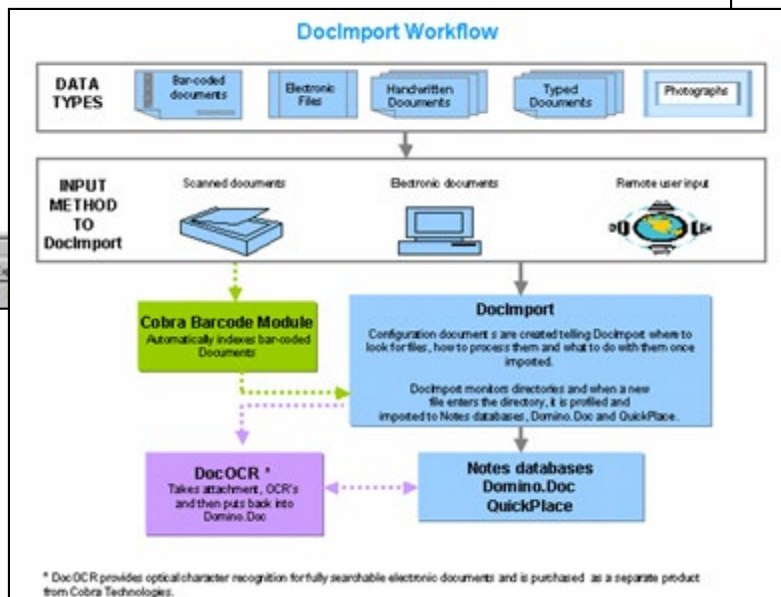
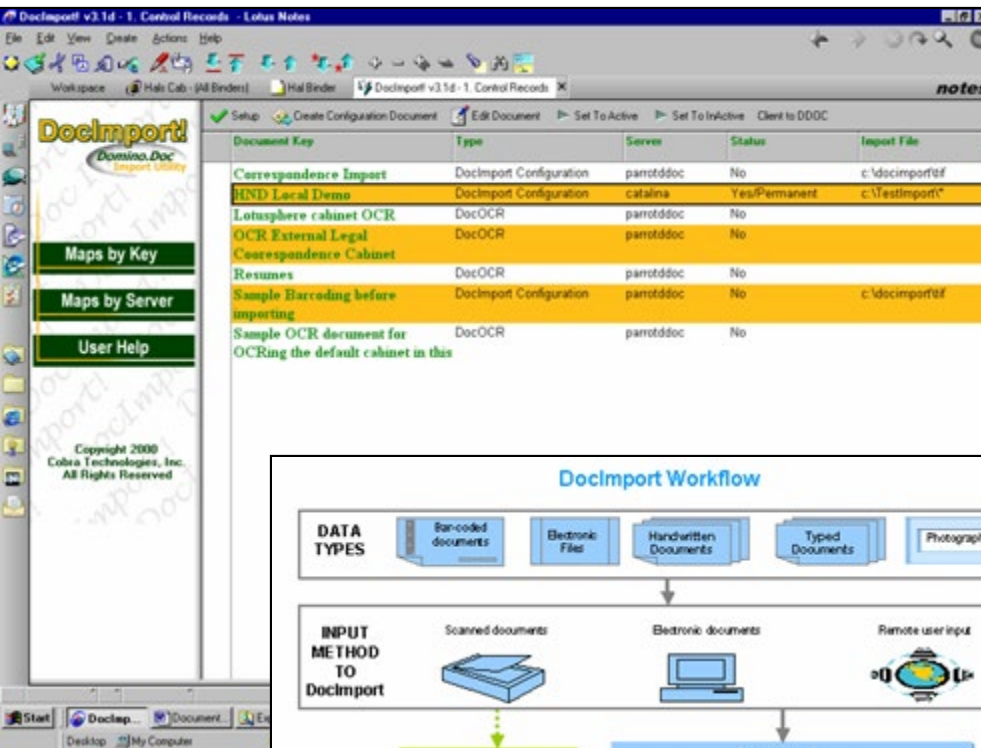
Cross Industry

DocImport

Simple and controlled document importing into Lotus Domino Document Manager

✓ Monitors directories on local/network drive for files of any type **and then imports into Lotus Domino Document Manager.**

✓ Optional barcode module allows for document specific routing and metadata.



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Cross Industry

DocMigrate

Provide users of legacy document management application with a simplified migration path to Lotus Domino Document Manager

✓ Automated File Cabinet and Binder creation **during the migration process**

✓ Allows for both fixed-width text file and Notes database migrations.

DocMigrate
Domino.Doc Migration Utility

- Views -

- Configurations by Name
- Configurations by Server
- Migration Statistics
- DocMigrate Activity Log
- Web Requests

- Actions -

- Migrate from Text File
- Migrate from Notes
- Migrate from Domino.Doc
- Export to Text File
- Export to Notes Database
- Library Builder - Cabinets

Configure a Migration | Configure an Export | Configure Library Builder | Refresh

Key	Server	Source File	Comments
Export			
Fixed Width			
Export to Text File	Pluto		Sample Configuration - Export to Fixed Width Text File
Notes			
Export To Notes	Pluto	ExportTest.nsf	Sample Configuration - Export to Notes Database
Import			
Binders			
Binder Migration	Pluto	BinderMigration.txt	Sample Configuration for creating binders from text file
Fixed Width			
Fixed Width	Pluto	FWMigrationDemo.txt	Sample Fixed Width Configuration Document
Notes			
Cabinet Migration	Pluto	domdocUSCZ-569LPD.nsf	Sample Configuration for migrating to new cabinet
Notes Database	Pluto	DocMigrate/DMNotes.nsf	Sample Notes Database Configuration Document

Profile Fields & Values

Number of Columns in source file: 6

Each row in the configuration table below should represent one column from your source file. In each row, select the length of each field, the offset from the previous field and the Domino.Doc profile field this column's data should map to. Indicate whether this field should also be used as a Domino.Doc Object: Cabinet, Domino.Doc Binder, document title or if it is an attachment. If that data is also being used to populate a binder profile, select the binder profile field under the Binder Profile Fields column.

NOTE: Any fields identified below as a Domino.Doc Room, Cabinet or Binder will take precedence over any default values entered above!

#	Field Length	Field Offset	Domino.Doc Document Profile Field	Domino.Doc Object	Default Values	Binder Profile Fields	Input Field Description
1	14	0	Store_Number	Title		Client_Name	
2	22	0	Marketing_Manager	Binder		Sales_Manager	
3	23	0	Business_Unit				
4	22	0	Revenue			BinderCategory	
5	22	0	Launch_Date				
6	17	0		Attachment			

DocMigrate Activity Log

DocMigrate Log Location: Pluto

Summary logging displays document title in DocMigrate Activity Log. Detailed logging permits a key field, plus 4 additional fields, to be displayed in DocMigrate Activity Log.

Type of logging: Detailed

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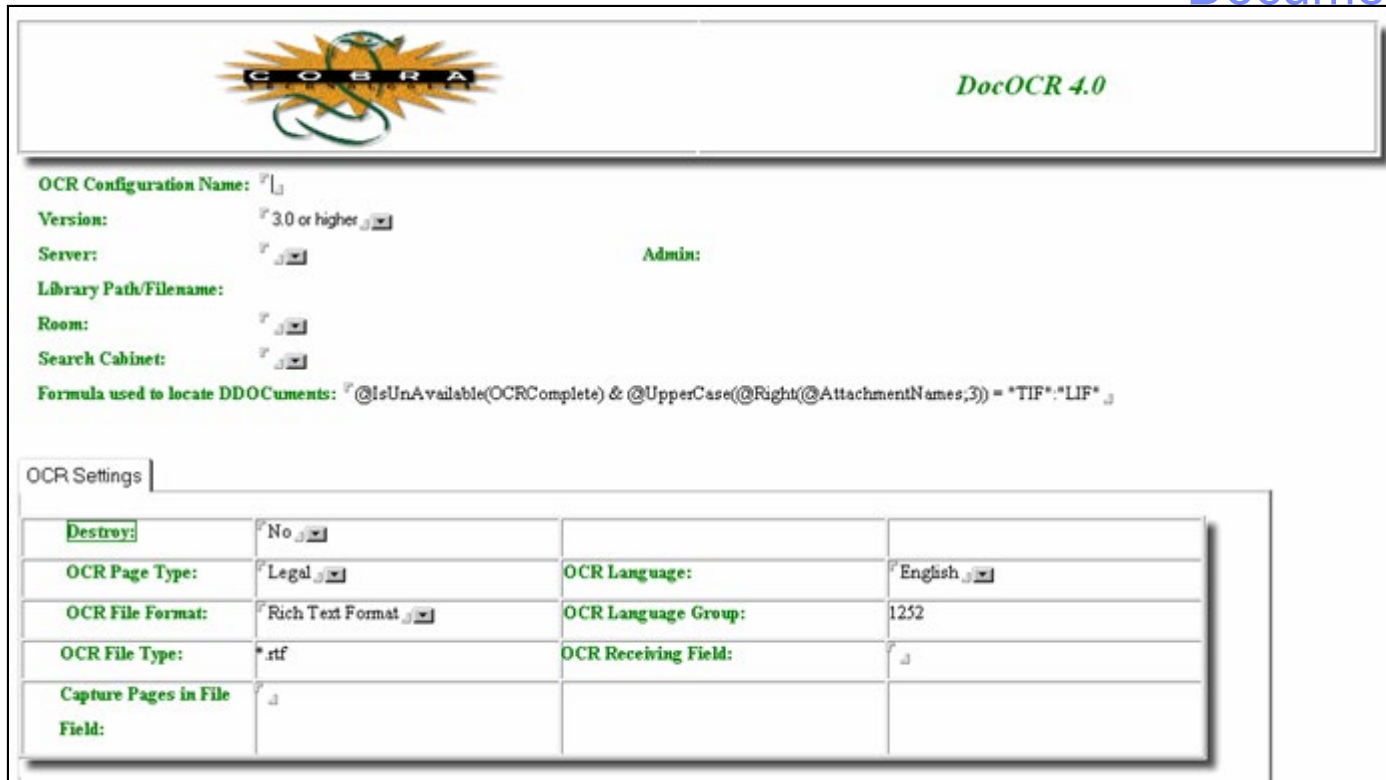
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Cross Industry

DocOCR

OCR TIFF images Located
within a Lotus Domino
Document Manager library



DocOCR 4.0

OCR Configuration Name:

Version:

Server: Admin: [Admin](#)

Library Path/Filename:

Room:

Search Cabinet:

Formula used to locate DDOCuments:

OCR Settings

Destroy:	<input type="text" value="No"/>		
OCR Page Type:	<input type="text" value="Legal"/>	OCR Language:	<input type="text" value="English"/>
OCR File Format:	<input type="text" value="Rich Text Format"/>	OCR Language Group:	<input type="text" value="1252"/>
OCR File Type:	<input type="text" value="*.rtf"/>	OCR Receiving Field:	<input type="text"/>
Capture Pages in File Field:	<input type="text"/>		

✓ Provides 6 different OCR document types.

✓ Centralized control via a Lotus Notes configuration Document.

FOR LOTUS DOMINO ENVIRONMENTS

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Cross Industry

DocCompare

Compare documents
and files stored in your Lotus
Domino Document Manager
library

✓ Multiple file
format
compatibility.

✓ Direct
integration with
Lotus Domino
Document
Manager

DocCompare by cobra technologies

home help cobra

Compare Completed

Compare Requester: Tracy Dumpert

Document #1:
Title (Version): Mary Brown Resume (Version 1.0) FileName: Mary Brown Resume.doc
Link to profile -- [here](#)

Document #2:
Title (Version): Sarah Ryan Resume (Version 1.0) FileName: Sarah Ryan resume.doc
Link to profile -- [here](#)

Comparison Results:
Link to comparison result -- [here](#)

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Cross Industry

DocRender

Bring the power of
PDF to your organization



The screenshot displays the DocRender 4.0 web interface. At the top, there is a logo for COBRA and the text "DocRender 4.0". Below this, a table lists various configuration settings. The settings include: Render Configuration Name (Test01), Version (3.0 or Higher), Server (Server01), Library Path/Filename (domdoc\GatorsLib.nsf), Room (Default), Search Cabinet (Zookster), DocRender Work Directory (C:\cobra\ServPDF\), PDF Input Queue Directory, PDF Output Queue Directory, PDF Error Directory, Render Field Contents (ViewFile), Render File Names Field (ViewFileName), Destroy (No), and View in Document Storage. At the bottom, there is a formula used to locate DDOcuments and a copyright notice for Cobra Technologies, Inc.

Render Configuration Name:	Test01	Admin:	domdoc\ddadmin.nsf
Version:	3.0 or Higher		
Server:	Server01		
Library Path/Filename:	domdoc\GatorsLib.nsf		
Room:	Default		
Search Cabinet:	Zookster		
DocRender Work Directory:	C:\cobra\ServPDF\		
PDF Input Queue Directory:			
PDF Output Queue Directory:			
PDF Error Directory:			
Render Field Contents:	ViewFile		
Render File Names Field:	ViewFileName		
Destroy:	No		
View in Document Storage:			

Formula used to locate DDOcuments: @IsUnavailable(RenderComplete) &
@Attachments > 0 &
!@Contains(@AttachmentNames,"PDF")

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✓PDF creation from
over **285** file types

✓Unifies
documents in the
library for easy
viewing by library
users.

Cobra Technologies

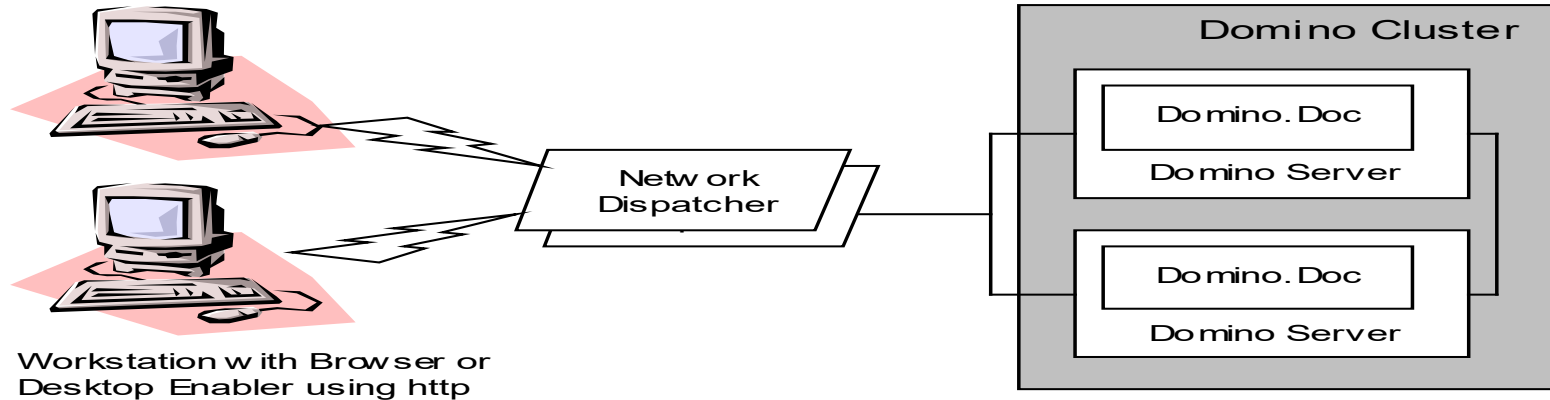
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Cross Industry

Carefree Technologies – Fail Over and Load Balancing©

**NEWS**

Provides
redundancy &
fault tolerance for
Lotus Domino
Document
Manager

Full user access
(24 x 7) even while
performing backup

Enables Domino
clustering for Lotus
Domino Document
Manager

Carefree Technologies Inc.

Bill Plunkett

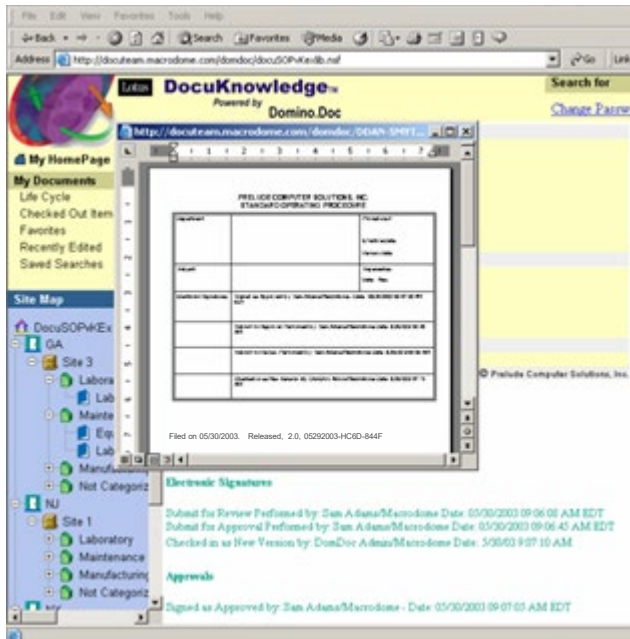
480.473.8199

bplunkett@carefreetech.com

Pharmaceutical Industry

DocuKnowledge™ FDA 21 CFR Part 11 Compliance

- Add functions required to meet FDA Part 11 compliance for Lotus Domino Document Manager
 - ▶ **Electronic Signature and Signature Manifestation**
 - ▶ **Enhanced Password, Audit Logs, Security Module**
 - ▶ **Document Stamping Function**
 - ▶ **Validated**



Prelude Computer Solutions, Inc.

Barbara Brennan

973-331-3740 x118

Barbara.Brennan@preludeinc.com

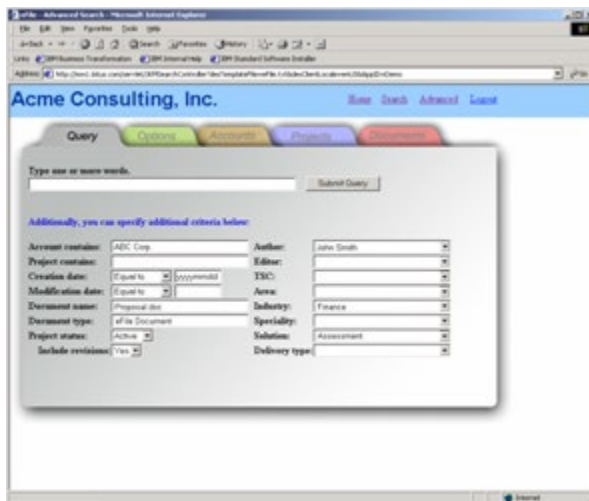
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Cross Industry

Lotus Workplace for Collaborative Case Management

The solution for folder and case management application that require integrated document management and distributed/disconnected use

- Integrates Folder/Case Management services with document management
 - ▶ Foldering and Case Management Indexing
 - ▶ Full Document Management Services
 - ▶ Integrated Instant Messaging
- Provides document services for project oriented and team collaboration
- Lotus Notes, Lotus Domino v5.0, Lotus Extended Search v 4.0, Lotus Instant Messaging
- Lotus Domino Document Manager v 3.5

**IBM Software Services for Lotus****Chip Emmet****301-803-3490****Chip_emmet@us.ibm.com**

Public Companies

Lotus Workplace for Business Controls and Reporting

Provides a cost effective, easy to deploy, collaborative software solution that effectively manages collaborative creation, storage, access and distribution of content related to corporate governance



- An application framework designed to
 - ▶ Accommodate KPMG's audit best practices catalog with system-specific process and controls
 - ▶ Help companies faced with management assessment of internal controls requirements of Section 404 of Sarbanes Oxley
 - ▶ Modular to integrate e-learning, records management to extend the solution
- Leverages WebSphere Portal and uses IBM's Content Management and real time Collaboration infrastructure

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Public and Private Organizations

ISSL Solution for Board of Directors Meeting Management

Provides a cost effective, easy to deploy, collaborative software solution that eliminates binders and papers required for Board meetings

- Collate, create and distribute meeting materials electronically.
- Allow Board members to access both current and historical materials via laptops,
- Print or copy selected documents to pre-formatted compact disks
- Leverages IBM Lotus Domino Document Manager and IBM Lotus Team Workplace

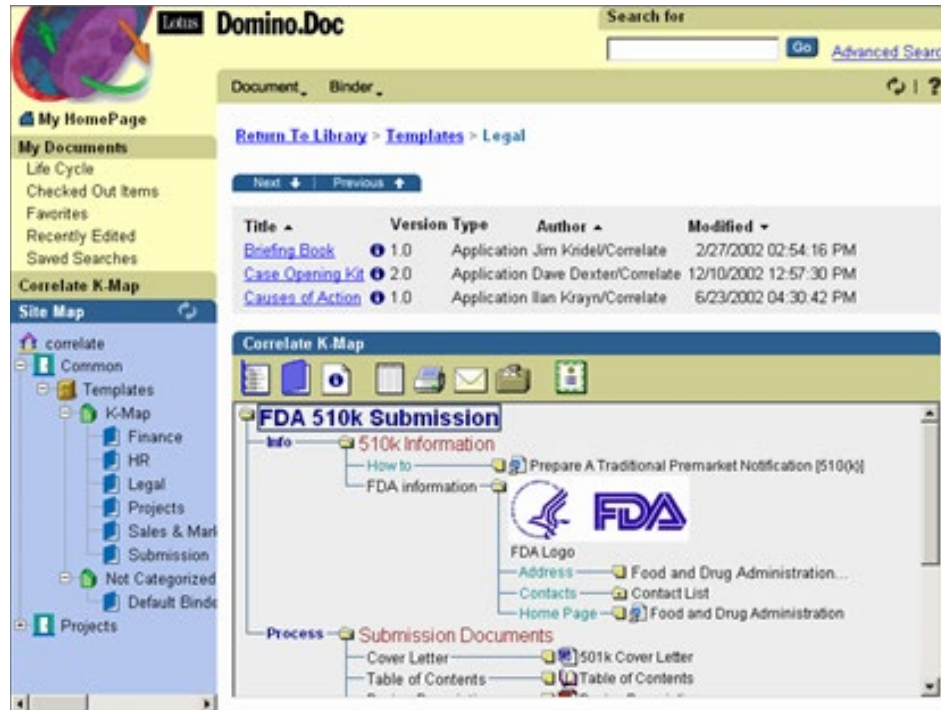
**IBM Software Services for Lotus****Chip Emmet****301-803-3490****Chip_emmet@us.ibm.com**

Cross Industry

Correlate K-Map: Solutions for Lotus Domino Document Manager

Enhances Lotus Domino Document Manager with

- ▶ **Virtual Document and Foldering Capability**
- ▶ **Alternative User Interface**
- ▶ **Industry/Process-specific templates**
- ▶ **Sophisticated Offline capabilities**



Cross-Industry Solutions:

- **Project Management – Manufacturing**
- **Case Management – Financial**
- **Proposal Generation**

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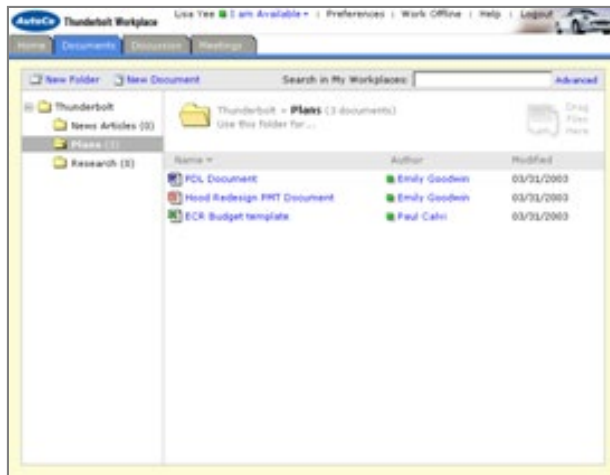
Sold by IBM ISSL

Cross Industry

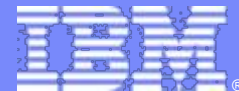
Lotus Workplace for Collaborative Documents

The solution for Enterprise access to Documents within teams or corporate wide.

- Enterprise Document Management Services
 - ▶ Expose content and library navigation in portal
 - ▶ Establish a shared repository for documents
- Utilizes market leading Lotus Domino Document Manager for document management support and storage services
 - ▶ Document Indexing, Foldering, searching
 - ▶ Version Control
 - ▶ Check-in/out
- Full Document level security



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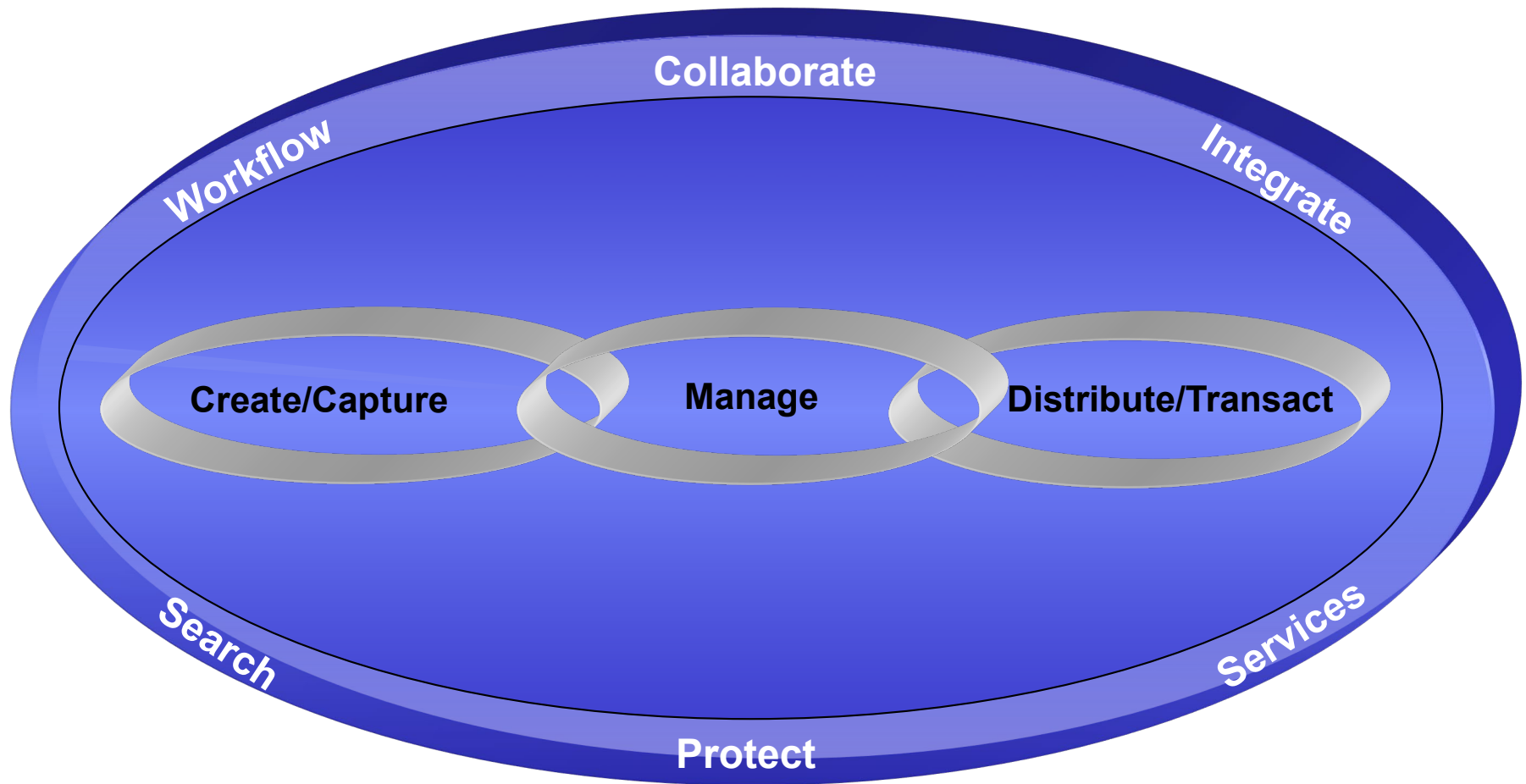
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Back-up Slides



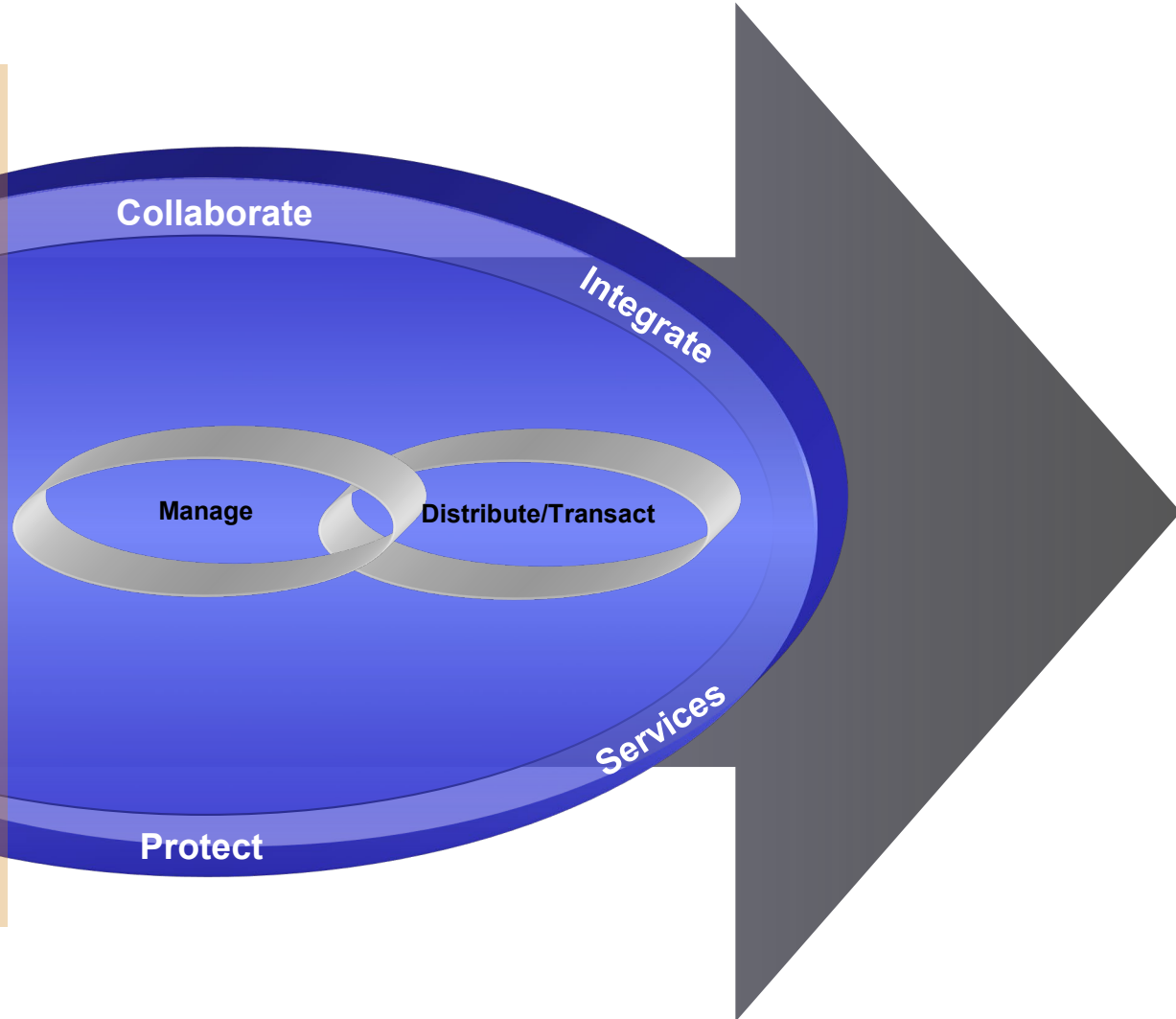
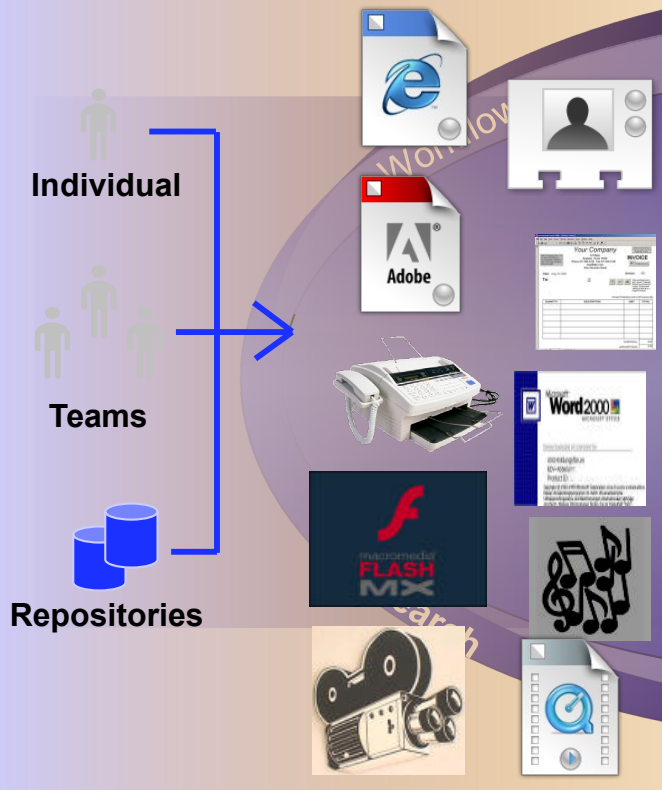
@.business on demand software

How does the product fit with the IBM Content Management portfolio?



Create/Capture

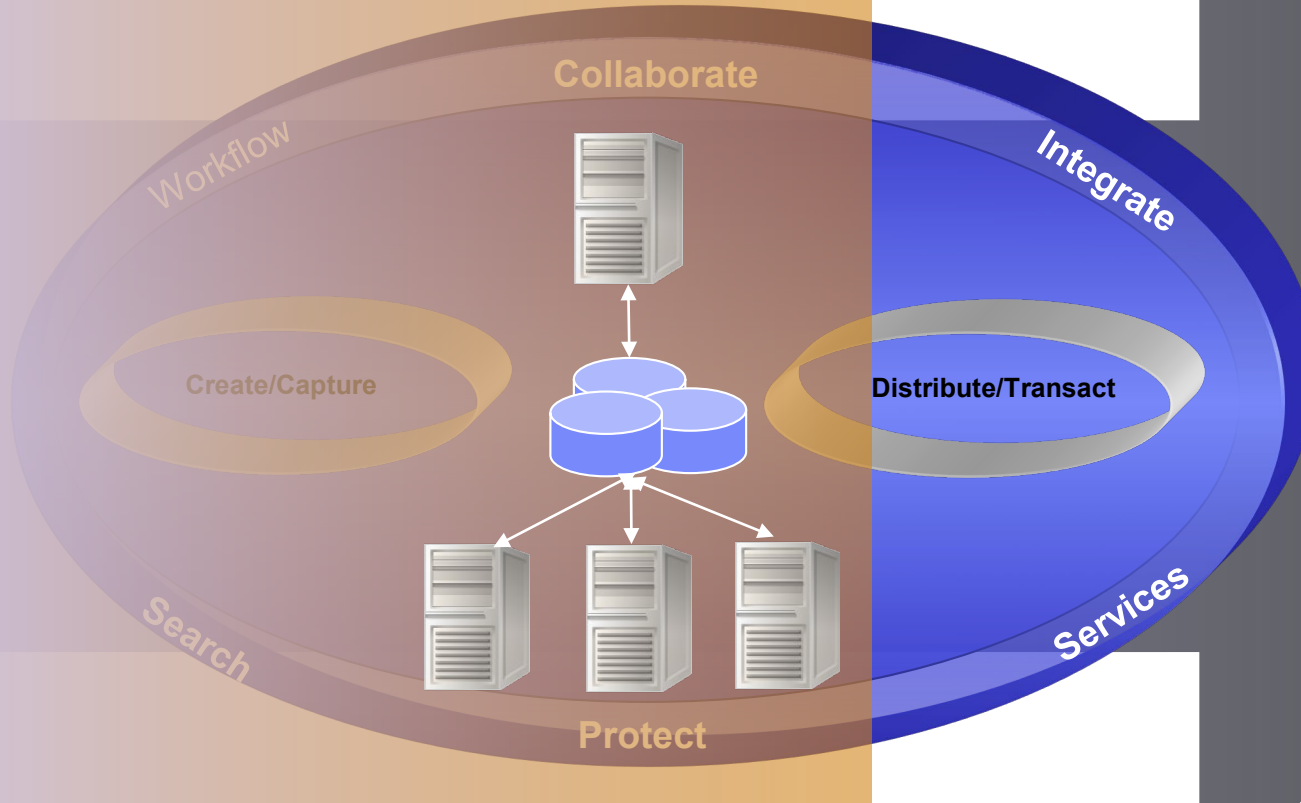
...all forms of information



Create/Capture

Manage

...all forms of information



Create/Capture

Manage

Distribute/Transact

...all forms of information

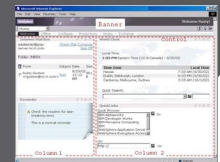
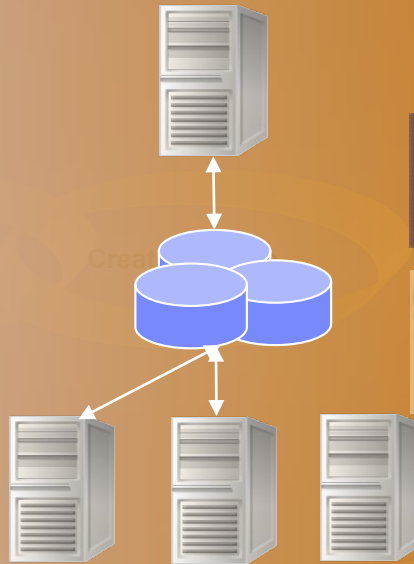
Collaborate

Create/Capture

Create

Search

Protect



How does the product fit with the IBM Content Management portfolio?

Collaborative Documents:

- office documents
- chats
- e-mail



Rich Media:

- photos
- videos
- audio



Web Content:

- Internet
- intranet
- extranet



***ECM makes information,
captured as content
easy to store, find,
use, update and discard***

High Production:

- document imaging
- computer output archiving / presentment



Where does it fit with all the other IBM document management products?

- For compound document management support use with DB2 Document Manager
- For web content management use with Lotus Workplace Web Content Management



How does it fit with the Lotus Domino family of products?

- Common release schedule starting with release 6.5.1
- Common set of operating systems
- Common set of languages
- Common set of supported browsers
- Install secure in the knowledge that they have been tested and are supported to run together